

# INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Payroll Officers **DATE:** December 18, 2002  
**FROM:** Lawrence C. Franklin, Jr., State Controller  
**SUBJECT:** **PAYROLL SIGN-OFF FOR P/R #13 ENDING DECEMBER 28, 2002**

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To ensure a timely processing of the payrolls, you will be **REQUIRED** to “sign off” on all payrolls no later than **2:00 PM on MONDAY, DECEMBER 30, 2002**.

Payroll accounts can be transmitted on Friday for agencies that have few exceptions.

In addition, the last payroll date for calendar year 2002 will be paid on December 20, 2002.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.

/hh  
CPO:03-09